

REPORTS INVENTORY						CONTROL NO.				
PREPARE IN DUPLICATE										
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT				
DDI EOD Schedule to DDI/Admin						<input checked="" type="checkbox"/> STATISTICAL				
						<input type="checkbox"/> NARRATIVE				
						<input type="checkbox"/> MACHINE-NAME LISTING				
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/>	PERSONNEL		TRAINING	ADMIN. GENERAL OTHER (specify)				
			LOGISTICS		SECURITY					
			MEDICAL		FINANCE					
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)				
3		weekly				1				
7. FORMAT (memorandum, form computer print-out, etc) name listing		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT					
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>YES</td> <td rowspan="2">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO	DDI/Admin		
YES	IF YES GIVE ADP PROCESSING NO.									
<input checked="" type="checkbox"/> NO										
10. PREPARING COMPONENT (Include lowest level contributing information to report) DDS/OP/SPD/PPB				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Information obtained from daily record kept by processing assistant.						
12. COST FACTORS										
A. MANUAL PREPARATION AND REVIEW COSTS										
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR			
GS-05 to GS-07	\$5.00		1/2		\$2.50		52 \$130.00			
B. COSTS OF COMPUTER PRODUCED REPORTS										
TOTAL COSTS PER YEAR										
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  As a matter of information to DDI/Admin and as a means to project ceiling and budget requirements.										
14. FUTURE GOALS										
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS				
						MAN-HOURS	DOLLARS			
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION				
9/21/70		DD/Pers/R&P								